

INTERNATIONAL CONVENTION COMMITTEE

PURPOSE:

To coordinate activities pertaining to the International Convention that affect the Lions of Pennsylvania.

GENERAL:

1. The International Convention Committee shall consist of three members who serve a three year term and are selected by region (West, Central, East) on a rotating basis in each sub-district. The most senior member shall act as the chairperson. Members of the MD 14 International Family shall serve as advisors to the committee and be notified of all meetings.
2. Qualifications – A Lion serving on the Committee shall:
 - a. Have served as a District Governor.
 - b. Have attended at least one International Convention, and have attended State Conventions and Sub District Conventions.
 - c. Be able to attend all State Council Meetings.
 - d. Attend all three International Conventions while serving on the committee.
3. A committee member, who does not attend two of the meetings at the Council Meetings in a Lions year, shall be replaced in accordance with policy 401, paragraph 2.

When a chairperson resigns or refuses to execute the duties of the committee after serving on the committee for two years, the Vice-Chairperson shall become the acting Chairperson and the District Governor from the District in which the Lion has resigned may recommend another qualified Past District Governor to serve on the committee. If a committee member resigns or refuses to execute the duties of the committee, the Past District Governor of his/her district may recommend another qualified Past District Governor to serve on the committee for the unexpired term.

4. The committee members' duties and responsibilities, while serving on the committee, are outlined as follows:
 - a. The first year member of the committee shall act as the committee secretary and coordinate the details for the International Parade and assist the other committee members in their duties and responsibilities.
 - b. The second year member of the committee is the Vice-Chairperson and shall coordinate the details of the Pennsylvania Breakfast and Caucus, act as chairperson of the Caucus and assist the campaign committee if Pennsylvania has an International Candidate.
 - c. The third year member of the committee is the Chairperson and shall coordinate the details of the Pennsylvania Hospitality Night.

- d. The Chairperson shall be responsible for all other details of the convention as outlined in the policy and the Chairperson shall coordinate with the other committee members, State Administrator and State Council Chairperson on their specific duties.
5. The Chairperson shall prepare a complete budget for the committee. Each member shall submit an individual budget to the Chairperson (if the committee member does not submit an individual budget, he/she shall not be reimbursed). This shall include State Council Meetings, International Conventions and any other miscellaneous expense. The budget shall be submitted to the Finance Committee prior to December 31 for the next Lions year.
6. The Chairperson and the State Administrator shall arrange for the following:
 - a. Meet with the hotel manager of the Pennsylvania Headquarters Hotel and arrange for an information table in the lobby with a bulletin board for day to day information for the delegates.
 - b. Pennsylvania Breakfast – location, time and seating for 200 persons minimum. Establish a price for the breakfast and have tickets printed for the meal.
 - c. Caucus Room: If the Caucus is being held in conjunction with the Pennsylvania Breakfast or at another time and location, the committee shall assist the Vice Chairperson in conducting the Caucus as outlined in Policy 206 C and to publicize the location and time of the Caucus.
 - d. The Hospitality Room shall be at the Pennsylvania Headquarters Hotel. The time and date shall be determined after Lions Clubs International events are known. Establish food and beverages prices suitable for Pennsylvania position in Lionism and promote any Pennsylvania Candidate for International office. The room should be large enough to accommodate 500 guests and enough space for the All State Band to perform. The committee shall arrange for the printing of the invitations to be distributed by the District Governors Elect and the International Family.
 - e. When Pennsylvania has a candidate for an International office, arrange for a state office/campaign room in which the International Convention Committee and the candidate's campaign committee can conduct the campaign.

Any contract for the above events shall be reviewed according to policy 108 and approved by State Council.
7. The Vice Chairperson is responsible for the following:
 - a. Makes arrangements for presenting all candidates from other Multiple or Single Districts seeking International Office to the Pennsylvania Lions at the Pennsylvania Caucus. This procedure is outlined in Policy 206 C.
 - b. Encourage as many Lions as possible to be present at the International Convention sessions to show our strength and support of a Pennsylvania candidate and encourage voting by the delegates.

- c. Recruit Lions to save seating for all Pennsylvania Lions at the Plenary sessions.

8. Parade:

Encourage having marching bands either from the city where the convention is held or from Pennsylvania. Get parade route, staging area and times. If Pennsylvania is running a candidate, make sure there are flags, banners, hats for the marchers. Pick up armbands from Parade Headquarters upon arrival. Send in Parade Entry Form to International as soon as it is received.

- a. The committee shall arrange for Lions to carry the American Flag, Pennsylvania State Flag and Lions Flag and have two Lions act as end guards, also, two Lions to carry the MD 14 Pennsylvania Lions Banner. The Committee Chairperson shall make arrangements with the State Administrator to transport the poles, flags and banners to the State and International Conventions.
- b. The committee member assigned to the parade when arriving at the convention shall meet with the All State Band Director to review the band's itinerary at the convention.

9. State Pin:

All Pennsylvania pin designs shall be submitted one year prior to the International Convention for which the design is to be considered to the State Administrator. All designs are then forwarded to the Pin Traders Club of Pennsylvania for review of the convention theme.

- a. The procedure for approving the Pennsylvania State trading pin is as follows:
 - i. Present the pin design to the Council of Governors at the first State council meeting for their approval.
 - ii. If the Council of Governors approves the design; three bids shall be obtained from approved Lions Clubs International manufacturers. The bid shall include a price per pin and the quantity of pins approved by the Council of Governors.
 - iii. At the second or third State Council Meeting, the State Council shall review the bids and approve the trading pin, the quantity of pins to be ordered and the price the state supply store shall charge per pin.
- b. Revenue from the sale of the State Pin for the International Convention shall be included as a line item of the International Convention Committee budget.

10. Reporting:

The International Convention Committee Chairperson shall call a meeting and report at the second, third and fourth State Council meetings of the Lions year. The Chairperson will submit a written report for the first State Council meeting

and address the Council of Governors.

Submit an article for publication in the January/February/March edition of The Pride magazine.

The Convention Chairperson shall report to the Council of Governors any District or Lions club conducting a charter tour via air travel or bus to the International Convention. The tour shall follow procedures as outlined in Policy 206 B, International Convention Group Reservations/Registrations.

The International Convention Committee shall submit a budget to the Finance Committee for review and approval prior to the second State Council Meeting scheduled after an International Convention.